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JUL 30 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Increase in Table of Organization and Personnel Ceiling, Logistics Office

1. Included as Exhibits 1A through 1C are requests for nine additional positions and ceiling for the Printing and Reproduction Division, Logistics Office. The location, number, job titles and grades requested are as follows:

Photography Branch, Graphic Photography Section		
8	Photographers	GS-4

Special Plants Branch, Plant No. 1		
1	Offset Press Operator	LB-12

2. Exhibit 1A includes a study of the photographic reproduction requirements of the Graphics Register Division, Office of Collection and Dissemination. This study, and subsequent analysis of weekly workload data indicates that with the personnel now available for processing photographic material the backlog of prints within the division is accumulating at the rate of approximately 240 prints per week. As the work for other components of the Agency must be considered on an equal basis, there is no immediate relief for the reduction of the increasing backlog other than by an addition to the number of photographers now employed. In addition to this measurable backlog there exists an unmeasurable backlog of requests which remain unsubmitted to Graphics Register from using components for the reason that Graphics Register has been discouraging the submission of requests beyond the present capacity of the plant. Based upon known requests for prints it is estimated that the addition of five Photographer GS-4 positions to the Graphics Photography Section will enable that element to meet current production requirements.

3. Exhibit 1B contains a request for the addition of three Photographer GS-4 positions, as well as related material covering certain administrative matters in connection with the attempt to utilize detailed personnel. The job to be accomplished by the additional personnel consists of enlarging 221 reels of 35 mm microfilm (approximately one million prints) for use by the Records Integration Division. By using three persons the total duration of this work is estimated to be 20 to 24 months. Although some of this

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work has been conducted by personnel detailed from the Records Integration Division, it is stated that normal work within the division has, by necessity, been allowed to lag due to the loss of the productive time of the detailed personnel.

4. Exhibit 1C includes a memorandum from the Chief, Secretariat, Office of Current Intelligence with accompanying workload data. The addition of one Offset Pressman for Special Plant No. 1, which serves the above office, is expected to enable this plant to meet the deadlines imposed on it by daily OCI publications and to meet the increased production schedule.

5. The concurrence of the Assistant Director for Personnel is contained in Exhibit 2.

Exhibit 3 contains a memorandum from the Chief, Budget Division indicating that the proposed increase would amount to a budget increase of $29,498 based upon base annual salaries. If approved, this increase must be absorbed by the Logistics Office or obtained from other sources.

As approval of the proposed increase will result in an increase of nine above the civilian personnel ceiling approved by your memorandum to the Chief of Logistics, dated 21 July 1954, it is recommended that this increase be drawn from the appropriate reserve.

6. Your approval of the increase of nine table of organization positions with accompanying personnel ceiling is recommended.

[redacted] 25X1A9a

Chief, Management Staff

ATTACHMENTS:

Exhibit 1A - Graphics Register-5 positions
1B - RI/FI -3 positions
1C - OCI -1 position
Exhibit 2 - Office of Personnel memo
Exhibit 3 - Budget Division memo

APPROVED:

Date: 31 July 54

[redacted]

L. K. WHITE
Deputy Director
(Administration)

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